



# Veterans Assistance Commission of Winnebago County

555 N Court Street, Suite 300, Rockford, IL 61103

## Bylaws

### FOR THE VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY (VACWC), ILLINOIS

Effective Date: December 29, 2025

#### **ARTICLE I – NAME**

The name of this Agency shall be the Veterans Assistance Commission of Winnebago County (VACWC), Illinois, also known as Veterans Assistance Commission (VAC) or Commission.

#### **ARTICLE II – PURPOSE**

The purpose of this Commission is to promote the welfare of the Veterans of all wars whose final discharge is Honorable or General Under Honorable Conditions to include their families as codified by 330 ILCS 45/0.01, et. seq. entitled 'Military Veterans Assistance Act' (MVAA) of the Illinois Revised Statutes to include revisions and future amendments thereto. The Commission will function as a central office for all Veteran Organizations included as members of this Commission. The Commission will also have general oversight of the distribution of all relief, supplies, and services that may be appropriate for the benefit of eligible Veterans and their families. The Commission will formulate such rules and regulations that will enable it to carry out the purpose set forth.

#### **ARTICLE III – JURISDICTION**

The territory to be included within the jurisdiction for this Commission will be the County of Winnebago in the State of Illinois.

#### **ARTICLE IV – OFFICE**

The headquarters and principal office of this Commission shall be in a County building, or other suitable central location.

## **ARTICLE V – MEMBERSHIP**

**Section I.** Every January 1, all Veterans Assistance Commissions shall publish a notice to each veteran service organization within their respective county calling on them to select delegates and alternates for that county's Veterans Assistance Commission by the methods provided in this Section. The Veterans Assistance Commission shall allow each veteran service organization until March 1 to respond, at which time those selected and duly appointed delegates and alternates shall begin their term of office with full voting rights. Once selected, delegates and alternates are bound by the Public Officer Prohibited Activities Act. A veteran's service organization shall be allowed to participate in the annual appointment of alternates and delegates for so long as that veterans service organization shall legally exist under Illinois law, shall not have its Federal or State Charter revoked nor be voluntarily or involuntarily dissolved, by action other than the Commission.

**Section II.** A current list of eligible Veteran Organizations of Winnebago County and a current list of Member Veteran Service Organizations (MVSO) and their Delegates/Alternates will be maintained by the Commission.

**Section III.** No Delegate (or Alternate in the absence of the Delegate) shall be permitted to vote for any MVSO other than the one the Delegate or Alternate officially represents.

**Section IV.** Each MVSO present, at any Commission meeting, is authorized only ONE VOTE by the Delegate or the Alternate per issue. In the event of a TIE-VOTE, a motion fails.

**Section V.** Removal of a Delegate or Alternate from the Commission can be accomplished by a vote of the majority of the body, to request the appointing authority to remove the delegate or the alternate.

## **ARTICLE VI – OFFICERS AND COMMITTEES**

**Section I.** All undertakings of, or actions taken by, the Commission shall require a vote from a majority of a quorum of the commission membership present at a meeting held in compliance with the Illinois Open Meetings Act. No committee or other subgroup of delegates and alternates formed by the Commission, whether selected or appointment, may be granted the power or authority to act in the place of or on behalf of the full body of the duly selected or appointment Commission membership.

**Section II.** Elected Officers of the Commission shall be the PRESIDENT, VICE PRESIDENT, FINANCE OFFICER, SERVICES CHAIR and PERSONNEL CHAIR

**Section III.** All Officers shall be elected from delegates/alternates of the commission at the Annual Meeting in the month of September, and all Officers so elected shall be installed and assume their duties at the next Regular Meeting, and shall continue in office for one (1) year or until their successors are regularly elected and installed by the Commission.

**Section IV.** Elected officers can be removed in accordance with Robert’s Rules of Order. The President shall fill the vacancy subject to the advice and consent of the Commission.

**Section V.** President will appoint Sergeant at Arms to be present at each meeting for the purpose of controlling the door and assisting the secretary with handouts. If the appointed SAA is not in attendance at a scheduled commission meeting the president will appoint one for that meeting.

**Section VI.** No Officer or Member of the Commission shall serve, concurrently, on the Winnebago County Board, or in any other position within Winnebago County which may represent a conflict of interest.

**Section VII.** The Superintendent and VAC-A Secretary shall attend all commission and committee meetings.

**Section VIII.** The By-Laws, Finance, Services and Personnel Committees are standing committees. The standing committees shall consist of the chair, as defined below, and who is a voting member of the committee. The Chair shall select three (3) members for the standing committee. The President shall be de-facto voting member of each standing committee. Each Committee Chair shall present a committee report at all regular meetings.

- a. The By-Laws Committee is chaired by the Vice President
- b. The Finance Committee is chaired by the Finance Officer
- c. The Services Committee is chaired by the Services Chair
- d. The Personnel Committee is chaired by the Personnel Chair

**Section IX.** The Commission may create temporary committees as needed. The President shall appoint the Committee Chair and the Chair shall select three (3) members for the new committee. The President shall be de-facto voting member of each temporary committee. Each temporary Committee Chair shall present a committee report at all regular meetings.

## **ARTICLE VII – MEETINGS**

**Section I.** The Regular Meeting of the Commission shall be held on the second Wednesday of each month, at the hour of 5:30 pm, at the office of the Veterans Assistance Commission or other suitable location (with proper advance notice) and shall transact such business as may be properly brought before it.

**Section II.** An Annual Meeting of the designated MVSO representatives who constitute the Commission shall be held in the month of September to elect officers. The nomination process shall commence during the Regular Meeting immediately prior to the Annual Meeting and will close just prior to the voting process.

**Section III.** A Special Meeting may be requested in writing by the President or by no less than three Delegates and/or Alternates representing at least three MVSOs by signing a written document calling for a Special Meeting listing the topics to be discussed during the Special Meeting. All delegates/alternates must receive the Agenda of the Special Meeting at least three days prior to the date of said Special Meeting. No other business shall be transacted or discussed during that Special Meeting.

**Section IV.** Representatives of a majority of the validated Commission MVSOs shall constitute a quorum for the transaction of all business at any Regular or Special Meeting, but a lesser number may adjourn any meeting.

**Section V.** Proceedings for all business meetings shall be governed by the relevant and appropriate Illinois Acts, these By-laws, and the latest edition of *Robert's Rules of Order* and shall be conducted in compliance with the Illinois Open Meetings Act.

**Section VI.** If a quorum of the members of the Commission is physically present, a majority of the Commission may allow a Delegate or an Alternate to attend the meeting by other means if the Delegate or Alternate is prevented from physically attending because of one of the permissible reasons as specified in the Illinois Open Meetings Act, as amended [codified as 5 ILCS 120/7(a)]. "Other means" is by video or audio conference.

**Section VII.** If a commissioner is attending the meeting by video or audio conferencing for any other reason than the reasons listed in Section VI above, that commissioner may participate in discussions only and shall not have a vote.

## **ARTICLE VIII – SUPERINTENDENT**

**Section I.** The executive powers of the Commission shall be vested in the Superintendent, who shall be answerable to, and shall report to, the full Commission. The Superintendent shall be an Honorably Discharged Veteran appointed by the Commission and shall, under the direction of the Commission, have charge of and maintain an office to be used for carrying out assistance work in compliance with procedures and regulations adopted by the Veterans Assistance Commission and the regulations of the Department of Human Services.

**Section II.** The Superintendent shall attend all meetings unless excused and can speak, but not vote, at any meeting of the commission except for on agenda items related to their employment.

**Section III.** The superintendent is an at-will employee of the Commission. A superintendent may be removed from office in accordance with the MVAA statute as now or hereafter amended.

**Section IV.** Superintendent vacancies shall be filled, whether long-term or temporarily, by a majority vote of the full commission at the next regularly scheduled full commission meeting or within 30 days at a specially convened meeting, whichever comes sooner.

**Section V.** The Superintendent of the Veterans Assistance Commission may hire staff as needed in accordance with the approved budget.

**Section VI.** The Superintendent shall, with the concurrence of the Commission, obtain legal counsel and appoint a Commission Secretary.

**Section VII.** The Superintendent has the duty to present monthly operational reports as deemed necessary by the Commission.

**Section VIII.** The Superintendent and individuals with access to VAC funds shall be bonded.

#### **ARTICLE IX – BYLAW CHANGES**

**Section I.** The Bylaws Committee or any Delegate or Alternate of an MVSO may propose a change to the Bylaws in writing. The By-Laws Committee will review the proposed changes and develop a recommendation (including any recommended edits) for the Commission.

**Section II.** Proposed amendments of the Bylaws will be placed on the agenda at the first Commission meeting after the Bylaws Committee for a First Reading and shall then be automatically postponed to the next Commission meeting for a Second Reading and possible approval, however; when the Commission, by a two-thirds vote of either a delegate or alternate of the Commission, votes to suspend this Bylaw amendment and to vote immediately on acceptance of the proposed amendments in the Bylaws. Notice of the proposed amendment in the Bylaws shall be provided to all Delegates and Alternates at least seven (7) days prior to the First Reading.

**Section III.** A vote on the proposed Bylaws amendment shall follow the second reading at the first regularly scheduled meeting after the first reading. Notice must also be provided to all Delegates and Alternates at least seven days prior to the second reading and subsequent vote.

**Section IV.** The Bylaws amendments shall be enacted upon an affirmative vote of two-thirds of all of the members of the Commission.

This document was voted on and approved at a Regular Veterans Assistance Commission of Winnebago County (VACWC) Meeting on December 29, 2025 and will go into effect Immediately.